

Staging Lab Sample Receipt Guidelines.

As a rule of thumb, all studies will be handled through the Staging Lab. Before sending samples to any location, please check with CGF to be directed to the appropriate laboratory facility for sample handling. Current Rules for Sample Receipt for Samples Going to the Staging Lab:

1. All genotyping projects must be approved by the DCEG Genotyping Review Committee (GRC) prior to samples arriving at the CGF. For information and instructions please see:

<http://intranet.dceg.cancer.gov/committees/genotyping-review-committee/genotypingreview-committee/>

2. All projects need to have a submitted and approved yellow task outlining the scope of work prior to project initiation. This includes information about the number of samples, sample location, the need for extractions, and the amount of material to be staged.

3. All samples coming to the Staging Lab must be transferred to the CSP DNA Repository within BSI. Samples must have a BSI ID assigned to them prior to their transfer to the Lab.

Samples may arrive in the form of plates, robot tubes (cluster racks) or vials (volumes from 0.5mL through 15mL). If the samples are in another format (filter paper, gels, etc.) the investigator/study manager must call prior to initiating the sample transfer.

4. The Staging Lab will coordinate the actual sample delivery with the appropriate repository transferring the samples.

5. Samples should be shipped to the following location:

Until the completion of the new DNA Extraction/Staging Laboratory is complete (at which time the address will be updated) all shipments should be delivered to:

DNA Extraction Laboratory

1050 Boyles Street

Bldg 560, Rm 11-23

Frederick, MD 21702

6. As part of our commitment to quality control, we are also requiring a basic phenotype file for all samples received for genotyping. Project managers, QC/QA staff, and analysts will use this data to check for inconsistencies prior to reporting. The laboratory staff continues to be blinded to all of this information. Please see the CGF website for instructions and contact Laurie Burdett for Phenotype File Manifest at burdettl@mail.nih.gov.